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Bulletin Number 44713BR

Type of Recruitment Open Competitive Job Opportunity

Department Probation

Position Title GROUP SUPERVISOR, NIGHTS, PROBATION

Exam Number F8618G

Filing Type Open Continuous

Filing Start Date 10/03/2014

Salary Type Monthly

Salary Minimum 2984.09

Salary Maximum 3696.55

Benefits Information **Represented Employees**
• Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

Position/Program Information Ensures order and security during normal nighttime sleeping hours in a facility maintained for the custody, care, treatment or rehabilitation of juveniles. Officers must be able to physically restrain combative minors.

Essential Job Functions

- Makes periodic rounds of the living unit to verify the presence of all juveniles assigned and to guard against problems such as fires.
- Maintains order and security in the living unit and investigates unusual sounds and occurrences.
- Takes appropriate action to prevent escapes, rule infractions, or other disturbances and observes and records the behavior and actions of individual juveniles and comforts or disciplines juveniles as necessary.
- Inspects bedding to prevent misuse and ensure safety, and monitors ventilation and heating levels in the living unit to maintain a comfortable environment.
- Ensures that injured or ill juveniles obtain nursing or medical attention.
- Carries out standard procedures for the admission or release of juveniles including orientation to the facility and assignment to living quarters.
- Supervises juveniles on awakening, in dressing, and in preparing their sleeping area for the day.
- Restrains or assists in restraining combative or emotionally disturbed juveniles.
- Keeps records, makes reports, and performs other clerical duties as assigned.
- Transports or prepares juveniles for transportation to medical care facilities, courts or other locations.

Requirements**SELECTION REQUIREMENTS:**

Graduation from an accredited high school* -OR- A California High School Proficiency Certificate** awarded by the California State Board of Education
-AND- Twelve (12) months full-time paid work experience.

Candidates must meet the qualifications for designation as a Peace Officer within the Probation Department, including, but not limited to:

- 1) No Felony Convictions
- 2) U.S. Citizen
- 3) At least 21 years of age at the time of appointment

Appointees will be required to meet the State mandated CORE training requirements as defined by Standards for Training in Corrections.

Physical Class	Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.
License(s) Required	A valid California Class C Driver License is required to perform job-related essential functions. Appointees must obtain a California Commercial Class B Driver License with Passenger Endorsement within 90 days from the date of appointment.
Certificate(s) Required	A valid Red Cross C.P.R. and First Aid Certificate***.
Special Requirement Information	<p>*In accordance with the provisions of California Government Code Section 1031(e), accredited high schools are those accredited by certifying organizations recognized by the United States Department of Education and include accredited public and non-public high schools in the United States and accredited United States Department of Defense high schools.</p> <p>**A California High School Proficiency Certificate is awarded by passing the General Educational Development Test (GED) or the California High School Proficiency Examination (CHSPE) tests.</p> <p>*Sealed official transcripts will be required to be submitted prior to the date of promulgation and failure to produce the sealed official transcripts may result in the rejection of your application.</p> <p><u>SPECIAL INFORMATION:</u></p> <p>Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections.</p> <p>***Appointees will obtain the Red Cross C.P.R. and First Aid Certificate as part of the State mandated CORE training.</p>

Accreditation Information	<p>Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of two parts:</p> <p>Part I: An online unproctored written test (Work Styles Assessment or WSA) weighted at 20% covering Achievement, Confidence and Optimism, Deductive Reasoning Ability, Independence, Influence, Professional Potential, and Reliability.</p> <p>Candidates that have taken any identical written part(s) for the Work Styles Assessment examination will have their written responses for the identical part (s) automatically transferred to this exam.</p>

This exam contains test parts that may be used in the future for new exams. Your score will be transferred to the new exam and you may not be allowed to retake any identical test parts for at least twelve (12) months.

NOTE: INVITATION TO TAKE THE WSA ONLINE WRITTEN TEST WILL BE SENT ELECTRONICALLY TO THE EMAIL ADDRESS PROVIDED ON YOUR ONLINE APPLICATION AT THE TIME OF FILING.

****ALL APPLICANTS MUST ENTER A CURRENT/UPDATED EMAIL ADDRESS AT THE TIME OF FILING. ENTERING AN INVALID EMAIL ADDRESS MAY RESULT IN THE REJECTION OF YOUR APPLICATION DURING THE EXAMINATION PROCESS.**

Candidates who do not pass the Work Styles Assessment computerized written test will be notified by mail and will not be invited to take Part II of the examination. **SCORES CANNOT BE GIVEN OVER THE PHONE.**

Candidates that fail to receive a passing score on the Work Styles Assessment computerized written test may NOT compete in this examination for twelve (12) months from the date the test was administered.

Part II: A written test (Juvenile Corrections Officer) weighted 80% developed and validated by the Board of State and Community Corrections. The Juvenile Corrections Officer written test covers Following Written Directions, Reading Comprehension, Writing Clarity, Writing Details, Accuracy with Forms and Coded Information, and Work Attitudes.

****ALL APPLICANTS MUST ENTER A CURRENT/UPDATED MAILING ADDRESS AT THE TIME OF FILING. ENTERING AN INVALID MAILING ADDRESS MAY RESULT IN THE REJECTION OF YOUR APPLICATION DURING THE EXAMINATION PROCESS.**

Candidates who do not pass the Juvenile Corrections Officer written test will be notified by mail. **SCORES CANNOT BE GIVEN OVER THE PHONE.**

Candidates must achieve a passing score of 70% on all weighted parts of the examination in order to be placed on the eligible register.

No candidate may compete in this examination more than once every twelve (12) months.

****ALL APPLICANTS MUST NOTIFY THE EXAMINATIONS AND RECRUITMENT UNIT IN WRITING OF ANY MAILING AND/OR EMAIL ADDRESS CHANGES VIA FAX TO (562) 401-2885. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.**

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**Special
Information**

Candidates must be able to pass a thorough **BACKGROUND INVESTIGATION** which may include, but is not limited to, the following:

- 1) Live Scan and Criminal Records Check
- 2) Polygraph Examination or Computer Voice Stress Analyzer Test
- 3) Psychological Examination
- 4) Medical and Drug Screening Examination

5) Credit Check**6) Juvenile Corrections Officer Core physical agility examination**

NOTE: IF YOU HAVE APPLIED FOR A PEACE OFFICER POSITION WITH THE LOS ANGELES COUNTY PROBATION DEPARTMENT AND HAVE BEEN DISQUALIFIED AS PART OF THE BACKGROUND PROCESS WITHIN THE LAST 12 MONTHS, YOUR APPLICATION WILL BE AUTOMATICALLY REJECTED.

Study guides and other test preparation resources are available to help candidates prepare for the written Juvenile Corrections Officer test on the Probation website at <http://probation.lacounty.gov> under Candidate Orientation Booklet.

You can also access test preparation materials for the computerized version of the test by going to <http://www.shldirect.com/en/practice-tests/>.

While these study guides will help in preparing for the test, we advise you to review ALL related materials you deem necessary.

The resulting eligible register for this examination will be used to fill vacancies located in the Los Angeles County Probation Department.

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade of 70% or higher in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**Vacancy
Information****Eligibility
Information****Available Shift
Application and
Filing
Information**

Night

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** only. *Applications* will not be accepted by mail, fax, or in person.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov>.

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process. If you are unable to attach the required and/or additional documents at the time of filing, you may fax to (562) 401-2885, during the examination process. Please include your name, examination number, and examination title.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. This exam may close at any time without prior notice. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S), YOUR JOB TITLE (S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	(562) 940-2659
Department Contact Email	Warangkana.Suos@probation.lacounty.gov
ADA Coordinator Phone	(562) 940-3552
Teletype Phone	(562) 940-2711
California Relay Services Phone	800-735-2922
Job Field	Public Safety/Law Enforcement/Probation
Job Type	Protective Services Workers

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